



DEPARTMENT OF THE NAVY

1750 TOMCAT BOULEVARD
NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 12451.3A
00I

15 APR 1999

NAS OCEANA INSTRUCTION 12451.3A

Subj: CIVILIAN OF THE QUARTER/YEAR AWARD PROGRAM

Encl: (1) Format for Civilian of the Quarter/Year Nomination

1. Purpose. To implement policies and procedures for the Civilian of the Quarter/Year Program.
2. Cancellation. NASOCEANAINST 12451.3. Because of numerous revisions, paragraph markings have been omitted.
3. Background. Civilian of the Quarter/Year Program provides a significant means of official recognition for high standards of professional performance and conduct by civilian personnel assigned to Naval Air Station (NAS) Oceana, Detachment Norfolk, and Fleet Combat Training Center Dam Neck.
4. Discussion. These commands are comprised of many outstanding civilian employees whose professionalism, devotion to duty and pride in their performance contribute significantly to the mission. Therefore, in order to recognize such contributions, NAS Oceana Civilian of the Quarter/Year Program was established.
5. Eligibility. All civilian employees, either appropriated or non-appropriated fund, assigned to the aforementioned stations are eligible for nomination. Nominees must have demonstrated significant personal examples in the areas of:
 - a. Professionalism
 - b. Conduct
 - c. Performance
 - d. Initiative
 - e. Dependability
 - f. Adaptability
 - g. Resourcefulness
6. Awards. NAS Oceana Civilian of the Quarter/Year Award will be presented by the Commanding Officer at an appropriate ceremony and will consist of:
 - a. Letter of Appreciation

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- b. Photographs of the award ceremony
- c. NAS Oceana Plaque
- d. Luncheon with Commanding Officer and their chain of command.

7. Selection Process

a. Nomination Procedures. Department Heads shall submit nominations, per the format in enclosure (1), no later than the 25th of March, June, September and December to the Executive Officer for review by the Command Civilian of the Quarter/Year Selection Committee. Nomination for Civilian of the Quarter is not a prerequisite for nomination for Civilian of the Year.

b. Command Civilian of the Quarter/Year Selection Committee. This committee, chaired by the Executive Officer and comprised of the Command Master Chief and Department Leading Chiefs, shall review nominations for recommendations to the Commanding Officer, the Selection Official.

c. Executive Officer. On receipt of nominations from Department Heads, the Executive Officer shall convene Selection Committee and maintain confidentiality of all decisions pending approval by the Commanding Officer.

d. Command Master Chief. Upon approval by the Commanding Officer, the Command Master Chief shall:

- (1) Arrange appropriate award ceremony
- (2) Arrange photo coverage of the ceremony
- (3) Coordinate with the Club Manager/Galley LCPO for Civilian of the Quarter/Year luncheon
- (4) Ensure all awards and photographs of the ceremony are presented to the Civilian of the Quarter/Year

e. Public Affairs Officer

- (1) Interview Civilian of the Quarter/Year for article in The Observer
- (2) Arrange congratulatory publicity on Main Gate sign


S. E. BENSON

Distribution:
NASOCEANAINST 5216.1T
List I (Case A)

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SAMPLE NOMINATION LETTER

From: _____ Department

To: Executive Officer

Subj: NAVAL AIR STATION OCEANA CIVILIAN OF THE QUARTER/YEAR

Ref: (a) NASOCEANAINST 12451.3A

1. Per reference (a), enclosure (1) is forwarded with my nomination for Civilian of the Quarter/Year from _____ Department.

2. The following pertinent information is provided:

a. NAME:
TITLE AND GRADE:

b. Brief synopsis of significant professional achievements which warrant selection form contemporaries. Include comments on:

(1) Professionalism

(2) Conduct

(3) Performance

(4) Initiative

(5) Dependability

(6) Adaptability

(7) Resourcefulness

3. Supervisory comments:

4. Department Head comments:

Enclosure (1)